

TITLE OF POSITION: DIRECTOR OF OPERATIONS

TITLE OF IMMEDIATE SUPERVISOR: Administrator

RISK OF EXPOSURE TO BLOODBORNE PATHOGENS – LIMITED

DUTIES
Coordinate system activities, implement strategies for growth, evaluate and improve operational efficiency and manage the use of resources of the professional home health agency.
RESPONSIBILITIES
Deliver and pick up at various locations correspondence, medical documentation, and supplies.
Plans, organizes, directs and evaluates operations to ensure the provision of adequate and appropriate care and
Complies with applicable laws and regulations.
Undertakes fiscal planning, budgeting and management of operations in accordance with established fiscal
Implements governing body directives and ensures that appropriate service policies are developed and implemented.
Establishes and maintains effective lines of communications.
Directs and monitors organizational performance improvement activities.
Informs the governing body, staff and professional advisory group of current organizational, community, and industry
Participates in the review, analysis and appraisal of the effectiveness of the
JOB CONDITIONS
Position is stressful in terms of meeting deadlines.
It is primarily a desk job as well as an inordinate amount of telephone communication.
It requires minimal lifting of office records and printouts.
The ability to read 12 point and larger type is required.
One must be able to hear adequately on the telephone with no more than an amplifier and be able to communicate both verbally and in writing.
EQUIPMENT OPERATION
The job requires the ability to utilize a PC, calculator, multi-line telephone, and other related office equipment.
COMPANY INFORMATION
Has access to all patient medical and financial records, which may be discussed with all management staff.
QUALIFICATIONS
1. Bachelor degree in related field. Master's degree preferred
2. Experience coordinating software analysis, design and development for operational efficiency improvement desired.
3. Proficient in using computers with working knowledge of word processing, spreadsheet, design, database and project management software.
ACKNOWLEDGMENT
EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE